Communication Plan Template

Clearly identify roles and responsibilities at all levels and for all parties responsible for the success of the workforce plan.

Describe your organization's strategy for bringing organization-wide awareness and successful implementation of the plan, and how you will make the workforce plan accessible to all employees. Indicate how and when responsible parties will be notified of their responsibility and if additional training, consulting or support regarding the plan is required to fulfill their role. (Add rows to the table as needed.)

Responsible Person(s) Who is Responsible?	Strategy How will the information be communicated? What modalities will be used?	Audience and Purpose Who is the intended audience? What is the desired outcome for the intended audience?	Target Date(s) When will it be completed?	Additional Training Required (yes/no)